

TBI – Waiver Services Supplemental – Structured Day Program Service

The waiver includes adult day services, attendant care, case management, homemaker, residential based habilitation, respite care, structured day program, supported employment, behavior management/behavior program and counseling, environmental modifications, healthcare coordination, occupational therapy, personal emergency response system, physical therapy, specialized medical equipment and supplies, speech-language therapy and transportation. These are waiver services options that can be provided and will be services that people are receiving. Not everyone will be receiving the same services, however. Some will receive Physical Therapy or Transportation or Attendant Care, or some other service that reflects their needs.

The **Person Centered Compliance Tool** will be supplemented with the following tool depending on what waiver service the person is currently receiving. A review of the CCB/POC will determine what services the person has. The Reviewer will determine by reviewing the CCB/POC and talking with the Case Manager the exact services the person has. By so doing, the Reviewer will take the appropriate supplemental Provider Review Tool to complete the Review. The following is an example of that supplemental Provider Review Tool for a person who is receiving: **Structured Day Program Services.**

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<p>Waiver Services: Structured Day Program Services Waiver Assurances Recommended Probes</p>		<p>Discovery Mechanisms</p> <p>Discovery mechanisms are not meant to be inclusive. They are meant to be suggestions to gather information for the Reviewer. Guidelines are intended to help the Reviewer to make decisions about the presence or absence of the Indicators. The Discovery mechanisms listed here in no way imply they are meant to be directives for completion, or a requirement to be answered in every instance.</p>		
<p>Structured Day Program Services: Desired Outcome: <i>The Individual receives assistance with acquisition, retention, or improvement in self-help, socialization and adaptive skills which takes place in a non-residential setting, separate from the home in which the individual resides.</i></p>		<p>Spending Time With People</p> <p>(Initially during the conversation with the person using the Personal Outcome Measures®, then throughout the Review process.)</p> <p>Examples only: specific situations may change observations.</p>	<p>Conversations With People</p> <p>Selected Examples only: specific situations may change conversations with people.</p>	<p>Review of Documents</p> <p>Examples only: specific situations may change documents needing review.</p>
<p>Service Standards: <i>Services shall normally be furnished four (4) or more hours per day on a regularly scheduled basis, for one (1) or more days per week unless provided as an adjunct to other day activities included in an individual's plan of care.</i></p>	<p>SDPS I.A.1 The Individual receives Structured Day Program Services to facilitate personal functional level and is coordinated with other services listed in the plan of care and may reinforce learning from other services.</p> <ol style="list-style-type: none"> 1. Do the structured day program services enable the Individual to attain or maintain his or her functional level? 2. Are the structured day program services coordinated with physical, occupational, or speech therapies listed in the plan of care? 3. If other skills are being taught to the Individual in other settings like school or therapy, is the structured day 	<p>Observe an overview of the structured day program services being provided to the Individual.</p>	<p>Ask the Individual to describe the services they are receiving in the structured day program.</p> <p>Ask the person to describe any other services they may be receiving in other areas of service.</p> <p>Ask the direct support staff to describe the services the Individual receives in the program.</p>	<p>Review the Individual's POC/CCB to determine the specific services the Individual receives in the structured day program.</p> <p>Review any documentation related to other services and determine if the structured day program services compliment, enhance or reinforce the skills the Individual is learning in those other services.</p>

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	<p>program service developed in such a way as to reinforce those other lessons or skills being taught? 4. Is direct care staff supervised by a QMRP, OT, PT or Speech-Language?</p>		<p>Ask the Case Manager to describe how the services in the structured day program are coordinated with other services the Individual may receive.</p>	<p>Review qualifications of the supervisory staff.</p> <p>Review documentation that supervision has occurred.</p>
<p>Documentation Standards</p>	<p>SDPS I.B.1 Structured Day Program Services are documented to reflect the Individual’s identified needs, with the information required by Waiver assurances.</p> <p>1. Are the structured day program services outlined in the POC/CCB? 2. Are the records complete with the name of the Individual and the service staff with the complete date and start and stop time of the services provided? 3. Are the service times documented with the appropriate designation of a.m. or p.m.? 4. Does each service staff that performs uninterrupted, continuous service in direct supervision or care of the Individual make at least one entry? 5. If the service staff performed service that was interrupted (i.e., one hour in the morning and one hour in the evening), did the service staff document each unique encounter of service? 6. Do all service provision entries in the record describe an issue or circumstance concerning the Individual? 7. If the service staff that provided the services is required to be</p>			<p>Review the documentation related to the services provided to ensure that the names of the Individual and service staff are documented.</p> <p>Review documents that relate to services and determine if times of services are documented.</p> <p>Review the documentation to ensure that interrupted and uninterrupted services are documented accurately and completely.</p> <p>Ensure that any staff required to be licensed have recorded their titles in each documented reference.</p>

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	professionally licensed, did that staff include their title in the documentation?			
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